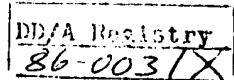




General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405



January 3, 1986

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

Thank you for your letter of December 27, 1985, concerning your information security program. In response to my questions concerning your increase in derivative classification decisions, you stated that some of the increase may be attributable to the method used in collecting the data. The sampling method currently used by the Agency involves taking an actual count of all classification decisions made throughout the Agency during a one week period and projecting that figure for a one year period.

I concur with your statement that the classification decisions made during the week that the sampling is conducted could be high or low, depending on events under way at that time. The discrepancy between last year's CIA count of derivative classification decisions and this year's certainly suggests more than simply program increases. To lessen the possibility of inaccurate statistics based upon a one time sample and to provide more consistent reporting in the Information Security Oversight Office annual report to the President, may I suggest that future statistical reports be based on a one day sampling taken bi-monthly, a two/three day sampling on a semi-annual basis, or some other breakdown of the sampling period that will provide more reliable statistics, without necessarily increasing the number of days during which a count need be conducted.

I would very much appreciate your consideration of a more valid sampling procedure. Thank you for the excellent support you have provided.

Sincerely,

STEVEN GARFINKEL  
Director

Central Intelligence Agency



Washington, D C 20505

85-4244

27 DEC 1985

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration  
18th and F Streets, N.W.  
Washington, DC 20405

Dear Mr. Garfinkel:

Thank you for your letter of 11 December 1985 concerning the information recently submitted by this Agency on its information security program. I was pleased to note in your letter that there has been a significant decline in our FY 85 original classification decisions. This is attributable in part to the vitality of our security education program and the continuing emphasis this Agency places on maintaining the standards established by the President in Executive Order 12356.

In response to the questions raised in your letter, we have reviewed the information security program data for FY 1985 to determine the cause of the increase in derivative classification decisions. We have concluded that the increase in classification decisions does not represent any change in Agency policy or operations but rather the Agency's response to international events that impact on our national security. We have also concluded that the rise in classification decisions was not confined to any one Directorate but was across the board.

To keep the policy makers fully advised on issues and events that affected this nation during the past year, we collected and processed more information. Inevitably, the availability of more information results in more analysis which in turn results in greater demands from our customers. Each step along the way, from the initiation and defining of the

collection requirement, to the development of the means of collection, to the publication of the product, requires classification decisions on the part of various Agency components. Taking these factors into consideration, it is not surprising that the number of classification decisions has risen and that the increase is not confined to any one component of the Agency.

Some of this year's increase in derivative decisions almost certainly is due to the tendency of classifiers to make more use of the Agency's National Security Classification Guide. This is evident in the 32 percent reduction in our original classification decisions. I believe that your inspections have also heightened awareness of the difference between derivative and original classification decisions causing classifiers to make more use of derivative decisions.

Some of the increase may also be attributable to the method used in collecting the data. As you are aware, we use a sampling method to collect this information, taking an actual count of all classification decisions made throughout the Agency during a one week period. We then project that figure for the entire year, assuming that it is representative of the decisions made during an average week. Clearly, the decisions made on classification during that week may be high or low depending on events or programs underway at that time. A sampling taken during a different period could have produced distinctly different results.

I hope this information will be helpful in preparing your report to the President.

Sincerely,

~~/s/ Harry E. Fitzwater~~

Harry E. Fitzwater  
Deputy Director  
for  
Administration

STAT DDA/OIS/IRMD/IMB  (23 December 1985)

Distribution:

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1 - DDA Chrono  
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General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405

December 11, 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

Executive Order 12356 requires the Information Security Oversight Office (ISOO) to report annually to the President on the status of the executive branch information security program. The ISOO uses two methods to gather data about the program for this report: (1) the ISOO inspection of each agency's information security program and (2) the statistical report, SF 311, Agency Information Security Program Data, provided to the ISOO by each agency, which contains various data on the program, such as original classification authorities and the number of documents generated within an agency on an original and derivative basis during the fiscal year. The ISOO is concerned about some of the data provided in the Central Intelligence Agency's SF 311 for FY 1985.

A comparison of the Agency's FY 1985 and FY 1984 reports shows a 32 percent decrease in original classification decisions. However, in that category, there was an 85 percent increase in Top Secret, a 22 percent increase in Secret, and a reduction of 86 percent in Confidential actions. Although the overall reduction in original classification decisions is commendable, the increased classification at the higher levels is discouraging.

The report also indicates a tremendous increase in derivative classification decisions; up 1 million overall, or 42 percent. A 94 percent increase was reported for Top Secret classifications. The combined data on original and derivative classification decisions indicate a 34 percent increase in overall decisions and a 93 percent increase in Top Secret classifications.

Before the ISOO submits its FY 1985 report to the President, we believe an explanation for the increases reported above is necessary. Please provide your input to ISOO by December 31, 1985. Please include: (1) Any changes in policy or operations that contributed to the increases; (2) information on the components

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within the Agency responsible for the changes in statistics;  
(3) an explanation of specific events contributing to the  
changes; and (4) the identification of types of information  
classified in FY 1985 that were not classified in prior years.  
If you have any questions concerning this matter, please call me  
on 535-7251, or Harold Mason on 535-7254.

Sincerely,

A handwritten signature in cursive script, reading "Steven Garfinkel". The signature is written in dark ink and is positioned above the printed name and title.

STEVEN GARFINKEL  
Director

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